Welcome to the New Online Permit Application System for Saint Mary's College of California

Below you will find instructions for purchasing your permit.

Login

Login to <u>https://www.thepermitportal.com</u> with the Username and Password provided.

Once logged in select **Buy Permit**.



Permit Application

On the following page proceed to **Buy** the permit type you would like to purchase.

DESCRIPTION	DURATION	PRICE	ACTION
Student	Fixed	119.00	Buy
Student Carpool (Annual)	Fixed	60.00	Buy ?
Student (Daily)	days	30.00	Buy
Student Night/Weekend (Annual)	Fixed	100.00	Buy

Complete the permit application below by entering all fields listed aswell as adding/selecting the vehicle that you would like to purchase the permit for and **Submit**.

PUR	CHASE NEV	N PERMIT 🕐							
Locat	ion			Permit Ty	/pe				
A	ssumption - Stu	dent	Ŧ	Stud	ent Permit			Ŧ	
Permi	it Sub Type			Date			-		
SI	tudent		Ŧ	7/15	/2019				
Applic	cation Type			Actual Co	ost				
S	elect		٣	\$ 11	Ð				
Paym	ent Option	-							
S	elect		٣						
ADI	DRESS - pleas	se select an address	to be used for n	hailing the pe	ermit.		the last	ken 11	
						Shov	v <u>5</u> *	records	
Sele	ect Address				Pho	ne Number	Туре	Action	
۲	1234 Mai	in St. , Orange, C	alifornia, US 9	92707			Home Addr	Ô	
1 - 1	1 of 1 records				14	< Prev	1 Next	() H	
•	ADD ADDRE	SS - select plus sig	gn to add addres	5				1000	
VE	HICLE INFOR	RMATION (2)	CHO S			the st			
	Select All Vehic	les							
Sele	ect Primary	/ License Cok	or Make	Model	Year	State	Decal N	ło.	
	1	SMC123 Gra	y Acura	Vigor	2019	California	3		
•	ADD VEHICL	E - select plus sigr	I to add vehicle						

Continue to the Permit Details page to Pay Now.

	Pay Now Cancel	
PERMIT DETAILS		and the second
Permit No: DAY-162092023	Location : Daytime Employee Monthly Permit	Status: Approved
Permit Type : Employee Permit	Permit Sub Type : Daytime Employee	Quantity: 1
Applied Date: 1/18/2019	Tentative Start Date: 1/18/2019	Email : ipspermits5@gmail.com
Permit Price (Each): \$ 5.00	Total Cost: \$ 5.00	AutoPayment: No
Application Type : Individual		
CREDIT CARD DETAILS		
No credit card found	• Add a new Credit Card	

Enter your credit card details below and **Submit Payment**.

Description	Agency	Amount Due
Daytime Employee	City of Paso Robles	\$5.00
		Subtotal \$5.00
		Processing Fee \$0.00
		Total \$5.00
Payment Information		
Amount		
5.00		
First Name		
First Name		
Last Name		
Last Name		
Card Number		
Card Number		
Card Expiry		
MM T		
Card CVV		
Card CVV		

Transaction Complete

Once payment is processed, the Permit Details page below will display providing the **transaction details**. You will receive an email once your permit is ready for pickup.

PERM	MIT DETAILS 🕐		Che Che Contraction	
Permit	t No: DAY-162082023	Location : Daytime Employee Monthly	Status : Paid	
		Permit - 1000 Spring Street, Paso Robles, CA, USA		
Permit	t Type : Employee Permit	Permit Sub Type : Daytime Employee	Email : ipspermits5@gmail.com	
Applie	d Date : 1/18/2019	Quantity: 1	Permit Price (Each): \$ 10.00	
Total C	Cost:\$10.00	AutoPayment : No	Application Type : Individual	
Start D	Date: 1/18/2019	End Date: 1/31/2019		
Transa	ction ID: 901776069620111	Transaction Amount : \$ 10.00	Transaction Date: 1/18/2019	

Chat



If you need any assistance while completing your application look for the **Chat** icon on the left bottom corner of your screen and send us your questions.

Feel free to contact us via phone or email:

Toll free (877) 224-7838 Email: <u>Permits@thepermitportal.com</u>